

Monthly Progress Report Form



Due date by the 10th of the following month.

REPORTING MONTH/YEAR

PARTICIPANT

KS CARES ID NUMBER

EES CASE MANAGER

EES SUPERVISOR OR DESIGNEE

1. Number of months in TAF: _____
2. Is Assessment completed? ___ YES ___ NO
3. Is initial Service Plan developed? ___ YES ___ NO
4. Date of most recent Service Plan revision: _____
5. Date next 6-month meeting due: _____
6. Participant is currently categorized as (indicate below):
 ___ OARS Only ___ OARS/WP ___ TAF Hardship ___ Transitional (dates: _____)

THIS REPORTING MONTH'S ACTIVITIES:

7. Participant is engaged in Service Plan Activities: ___ YES ___ NO
8. Advocate has regular contact with client: ___ YES ___ NO
9. Meaningful contact how often: ___ Weekly ___ Semi-Monthly ___ Monthly
10. Date of last meaningful contact: _____
11. Advocate recommends removal from OARS Program ___ YES ___ NO

Oars Advocate Signature

Phone

Date

CONFIDENTIAL - This information has been disclosed to you from records that are confidential. You are prohibited from making any further disclosure of it without specific written consent of the person to whom it pertains.

OARS Monthly Progress Report Form Protocol

What kinds of things will the OARS advocate assess?

- The abuse or assault history.
- The potential lethality of the situation.
- Overlapping issues related-to or complicated-by the abuser or assault, i.e. substance abuse issues, mental health concerns, physical health concerns.
- Supports the survivor needs to address barriers to safety and employment.
- If the OARS program is a good fit for reducing the survivor's safety/employment barriers.
- What regular work program activities in which the survivor can safely and effectively participate in.
- Safety planning.

What is a Service Plan?

- A Service Plan uses information to identify domestic violence and/or sexual assault barriers to safety, ability to work, or ability to participate in work activities.
- Assess progress towards resolving barriers and addressing emerging barriers.
- Identifies SRS/outside resources/supportive services are being used to overcome barriers and continue to explore any new resources/supportive services that are needed.
- A Service Plan is an on-going tool that is used by OARS advocates and OARS participants to assess progress.
- On-going safety planning.

What is Meaningful Contact?

- Contact with OARS participants that is either face-to-face, by phone, or via e-mail.
- This contact should include ongoing safety planning and service plan review with discussions that focus on empowerment, providing support, building on successes, overcoming barriers, and encouraging active participation in the OARS program.
- The expectation is that meaningful contact occurs weekly, but that the absolute minimum is at least one time per month.
- If once-per-month contact is all that is possible, it must be inextricably linked to safety issues.

Contact does not consist of:

- Voice messages or one-sided communication such as a letter.
- Collateral contact is not considered contact with the participant.

Note to SRS Case Manager:

- If the OARS Advocate does not recommend removal of the customer from the OARS program, the TAF case will remain open with the customer remaining in the OARS component. The SRS case manager will accept the advocate's judgment as to the customer's ability to participate in the OARS Service Plan.
- As per KEESM 3330.9 #5 the OARS Advocate, EES Case Manager and customer will meet at least once every six months to review progress, discuss options and collaborate to achieve optimum services for the OARS customer. The OARS advocate is responsible for setting up this meeting.